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AND

STUDENT HANDBOOK

1961-1962

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595-5818

CALENDAR 1961-1962

September 6, 1961 — School opens, running an abbreviated schedule and dismissing at 11:30 a.m.

November 1-3 — First Quarter Exams

November 23-24 — Thanksgiving Vacation

December 21-January 2 — Christmas Vacation

January 17-19 — Semester Exams

January 22 — Second Semester Begins

March 12-18 — Spring Vacation

March 28-30 — Third Quarter Exams

April 20 — Good Friday Vacation

May 28-31 — Final Exams

June 1, 1962 — Graduation (attendance of all students required)

DAILY SCHEDULE

8:15- 9:15	First Period
9:15-10:15	Second Period
10:15-11:15	Third Period
11:15-12:15	Fourth Period (Lunch for Grades 5-7)
12:15- 1:15	Fifth Period (Lunch for Grades 8-12)
1:15- 2:15	Sixth Period
2:15- 3:15	Seventh Period
3:15- 4:00	Eighth Period

NOTE: The 8th period is optional with parents and teachers for students in grades five through seven. Students who need or desire additional instruction or study may remain at the School during this period for assistance from their teachers or for study in the Library. Those engaged in athletic practice will, of course, be permitted to utilize the period for that purpose.

ACADEMIC PERFORMANCE

All students are expected to carry out in a satisfactory manner assignments given them by their teachers. The extent to which students do bear this responsibility will be reported by teachers to the students' parents in weekly reports or by telephone.

At any time that the faculty is agreed that a student is unable or unwilling to carry out these assignments, the parents will be notified by the School Administration. It will be necessary, then, for the School Administration and the parents to decide what action should be taken in such a case. If, however, at the end of the semester, a student is failing to perform satisfactorily it will be necessary to drop that student from attendance at Birmingham University School.

Furthermore, except by special arrangement, all students enrolled in grades eight through twelve must satisfactorily complete with a passing grade at least four major academic courses for the school year. They will be permitted to make up the fifth course, in case of failure of that course, in an accepted summer school — before being finally admitted to the next grade at Birmingham University School for the following term. Students at Birmingham University School are not normally permitted to repeat grades or subjects the following year.

Weekly reports will be mailed to parents of all students indicating the student's performance during the preceding week. Grades will be mailed monthly, quarterly and at the end of each semester. Grades will be indicated numerically for the period covered by the report as follows: 0—59, Failing; 60—69, Conditional (can be pulled up by higher grade the ensuing period or by re-examination); 70—79, Satisfactory; 80—89, Good; 90—100, Outstanding.

LIBRARY

The Birmingham University School Library is growing in its usefulness and capacity to fill the academic needs of teachers and students. The library was furnished recently with new tables and chairs, and ample new metal shelves. Under the present administrative staff, and with the guidance of the Board of Trustees, the library was moved from a small room, approximately eighteen by fourteen, to a spacious, well-

lighted room, fifty feet by thirty-five feet. Because of this expansion, it is well for all to be reminded of two basic functions of a school library. These functions are: (1) to serve as a reading center, and (2) to serve as a center for information and fact-finding.

The Birmingham University School Library has a total of 1,822 volumes of which there are 392 non-circulating reference volumes, and 1,430 volumes for circulation. All students have access to the library. The lower school boys can come in by themselves. They often come in a group with the teacher. There are 350 volumes on the lower school's reading level, while on the high school's level there are 803 volumes.

Last year there were added 198 new volumes; 68 volumes, new, are now in the process of being catalogued.

ATHLETIC PARTICIPATION

In addition to required daily participation in physical education classes, all Birmingham University School students are encouraged to participate in extra-curricular athletic events. Varsity sports now include football, basketball, track, golf and tennis. The Birmingham University School Branch Y.M.C.A. offers participation for grades five through eight in football, basketball, baseball and track.

When feasible, without denying participation by other students enrolled in the class, students may utilize the daily physical education period for practice of a sport in which they are currently engaged in extra-curricular events.

Lockers and hanging space are provided for all students for both physical education classes and extra-curricular athletics. Therefore, all students are required to change clothes before participating in athletic classes or events. They must furnish suitable gymnasium attire or athletic uniforms as required. Gym shoes, shirts, shorts and socks are available at the school at a price considerably lower than the retail cost. It is requested that old gym shoes be retained for outside activities, and new ones used exclusively on the gym floor.

STUDENT CONDUCT

All Birmingham University School students are expected to conduct themselves in an honorable and gentlemanly fashion at all times. An active and responsible student government assists the School Administration and faculty in assuring that this is the case.

In order to systematize to a reasonable extent the punishment of thoughtlessness or maliciousness, a cumulative demerit program is established as follows (offenses not listed here will be evaluated by the School Administration before demerits are assigned):

Offenses earning 5 demerits:

- (1) Tardiness to class.
- (2) Unauthorized appearance in school halls.

Offenses earning 10 demerits:

- (1) Unnecessary talking or other distracting actions in classroom or study hall-library (flagrant misbehavior in class or study hall may result in suspension from that room regardless of number of demerits).
- (2) Boisterous behavior in the lunchroom.

Offenses earning 20 demerits:

- (1) Wrestling (or "scuffling") in the academic building, in physical education class or on playground — without authorization and supervision by a faculty member.

Offenses earning 50 demerits:

- (1) Unauthorized absence from class or study hall.
- (2) Fighting (except in obvious self-defense) on school premises.
- (3) Willful disobedience of specific orders from a faculty member.
- (4) Unauthorized smoking, or smoking in prohibited areas (students in grades nine through twelve may smoke on the playground at noon or between classes if authorization is mailed from their parents directly to the school).

Offenses earning 100 demerits: Flagrant dishonesty —

- (1) Receiving unauthorized assistance on a test or examination from another student, from notes, or from books.
- (2) Stealing.

NOTE: The penalty for accumulation of 100 or more demerits is immediate dismissal from school without opportunity to re-enter. The

penalty for accumulation of 50 to 99 demerits is suspension from school for a period of time, determined by the School Administration and the parents, sufficient to ensure that the student has resolved to conduct himself in the gentlemanly fashion required by the School. Demerits may be reduced on a voluntary basis, by students by working on maintenance of the School at a rate of 10 demerits per hour on Saturday mornings. Corporal punishment will not be administered by any faculty member of the School and only by the President of the School, or some one designated by him, after consultation with the parents of the student, and with witnesses selected by the parents or by the School Administration.

STUDENT GOVERNMENT

During May of each term student officers are elected by the entire student body. Officers for 1961-1962 are as follows:

President	John Bayliss, III
Vice President	Tom Krebs
Secretary	Hank Perritt
Treasurer	John Minor, III

In September each class, grades 8-12, elects two student council representatives.

These fourteen officers constitute the Student Council. This Council functions throughout the year in promoting student activities, encouraging good student-faculty relationship, and assisting with control of student behavior—particularly in administration of the student honor system.

STUDENT HONORS

At an annual assembly, pins are awarded to students who excel in scholarship, debate, and student government. Letters are awarded to those who excel in athletics, varsity and Y.M.C.A.

Four special awards are made at graduation in recognition of outstanding qualities:

The Henry DeBardeleben Neal Award (for honesty, school spirit and participation, to an eighth grade boy, selected by vote of student body).

1961 recipient: Monty O'Neal

Exchange Club Scholarship Plaque (for highest academic average, grades 5-8).

1961 recipient: Pat Shook

Exchange Club Scholarship Plaque (for highest academic average, grades 9-12).

1961 recipient: Hank Perritt

The J. Frank Rushton Cup (best all-round student - including scholarship, loyalty, leadership, participation in athletics and other activities, and popularity - selected by vote of faculty and students).

1961 recipient: Hank Perritt

FACULTY RESPONSIBILITY

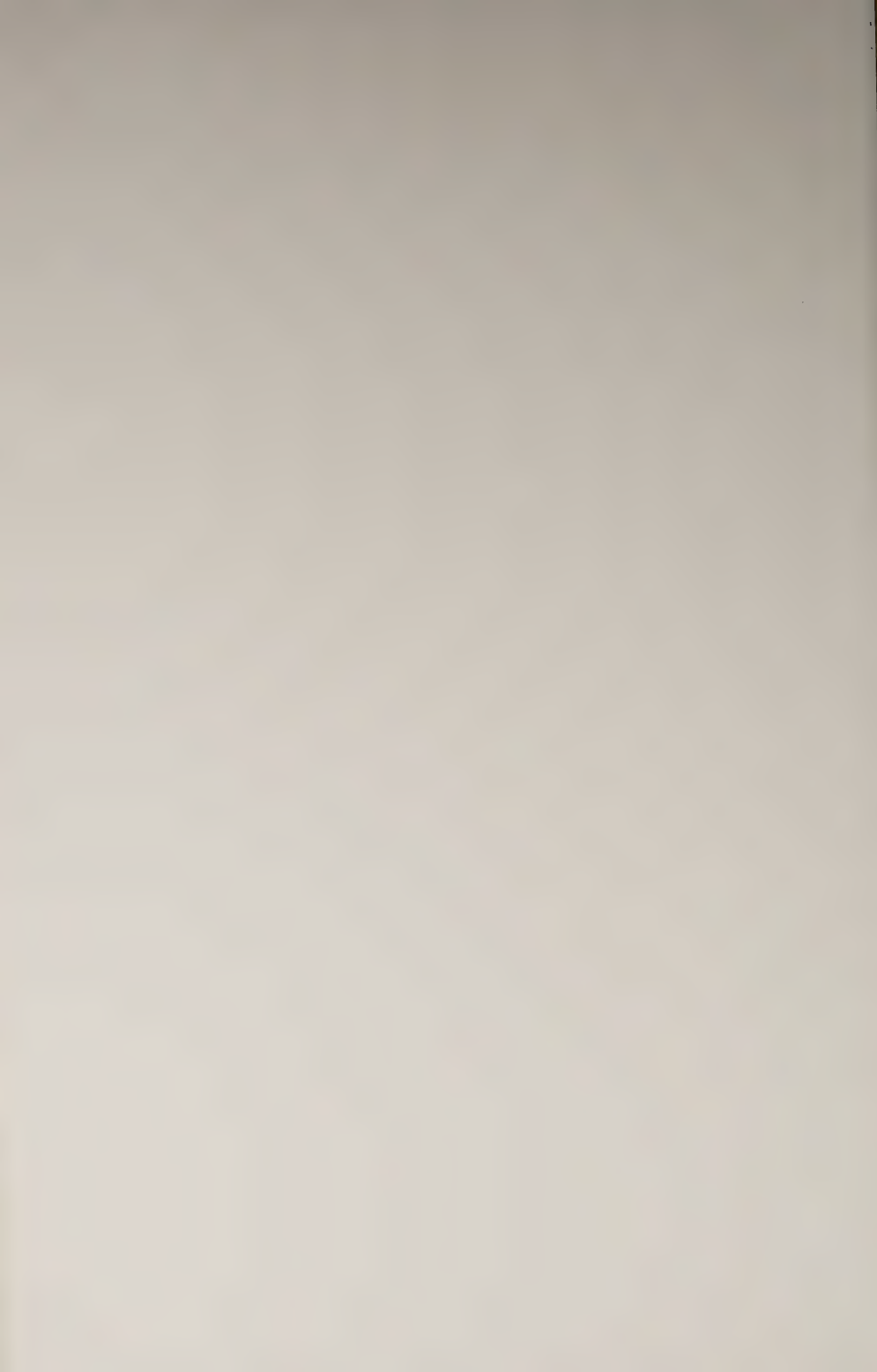
The member of the faculty, with few exceptions, are full-time employees of Birmingham University School whose services are available to the students to assist in every way reasonable with the mastering of the subject matter assigned by the faculty. Students and parents must realize, of course, that teachers are largely - if not entirely - human. They cannot be expected, therefore, to work more than the normal number of working hours per day; nor can they be expected to wrap the information up in little pellets and shove it in the students' ears.

Birmingham University School faculty members are required to be on duty from 8:00 a.m. to 5:00 p.m. daily, Monday through Friday, and by appointment on Saturday. Most of them remain at the school later than 5:00 p.m. daily, but students and parents should not expect them to be present after that time except by appointment.

If a student's working habits or academic background are such that he requires more assistance than his teachers can afford to give him, he is free to seek tutorial assistance from someone else. Birmingham University School faculty members will, under no circumstances, be available for such tutorial service to their own students. Nor will they tutor other students to an extent which interferes with performance of their assigned duties.

Faculty meetings are conducted every Thursday after school, with attendance of all faculty members required. Therefore, Thursday afternoons should be avoided by faculty, students and parents in making appointments to make up work or discuss progress.

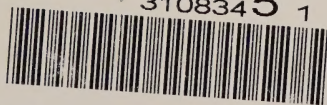




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